

**MANISTEE CITY HISTORIC DISTRICT COMMISSION  
SPECIAL MEETING**

Meeting of Wednesday, September 18, 2019  
4:00 p.m. - Council Chambers, City Hall, 70 Maple Street,  
Manistee, Michigan

**AGENDA**

**I Call to Order**

**II Roll Call**

**III Approval of Agenda**

At this time the Historic District Commission can take action to approve the September 18th, 2019 Agenda.

**IV Approval of Minutes**

No meeting minutes to approve at this time.

**V Public Comment on Agenda Related items**

At this time the Chair will ask if there are any public comments.

**VI New Business**

- 363 River Street Certificate of Appropriateness

**VII Old Business**

No old business.

**VIII Public Comments and Communications concerning Items not on the Agenda**

At this time the Chair will ask if there are any public comments.

**IX Correspondence**

At this time the Chair will ask if any correspondence has been received to be read into the record.

**X Reports**

DDA Executive & Economic Development Director  
Museum Curator  
Museum Director  
Planning & Zoning Administrator

**XI Members Discussion**

At this time the Chair will ask members of the Historic District Commission if they have any items they want to discuss.

**XII Adjournment**



**PLANNING DEPARTMENT**  
**Kyle Storey**  
**Zoning Administrator**  
**395 Third St. Manistee, Michigan 49660**  
(231) 398-3576  
Fax (231) 398-3526  
kstorey@manisteecountymi.gov

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Date: 9/17/2019

To: City of Manistee Historic District Commission

From: Kyle Storey – City of Manistee Zoning Administrator

Subject: 9/18/2019 HDC Special Meeting – 363 River St. – Parcel #51-453-702-08

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Dear Commissioners,

Parcel #51-453-702-08, or 363 River Street, has an application towards Historical Appropriateness regarding the following exterior features:

- Upper brick color and concrete detailing above and below windows remain as is
- Window replaced-black mullion (pure black)
- Inset details on lower portion covered in high grade wood - painted in two tone deep charcoal colors - slight variant between inset and outer boarder.
- Lower Windows - same black mullion as above (pure black)
- Door and side light and transom trim in pure black
- Front door soffit finished off with a tongue and groove dark walnut stain finish.
- Front entry floor pan area finished in tile. (TBD by owner)

Attached are the following documents for your review:

- Application
- Correspondence
- Current Façade
- Renderings of Potential Improvements

The owner of the building will attend the meeting to answer any questions the HDC may have pertaining to this Certificate of Appropriateness application.

Thank you,

A handwritten signature in black ink, appearing to read 'KStorey'.

Kyle Storey  
Manistee County Planner  
City of Manistee Zoning Administrator



Historic District Commission  
Planning & Zoning  
395 Third Street  
Manistee, MI 49660  
231.723.6041 (phone)  
231.398.3526 (fax)

## Application for a Certificate of Appropriateness

Standards		
<p>If the owner of the property is interested in receiving tax credits, <b>APPLICATION MUST BE MADE FIRST TO THE STATE HISTORIC PRESERVATION OFFICE</b>. If original features are found during renovation or demolition, a project must be stopped until an emergency meeting of the Historic District Commission is held to determine if the feature is to be incorporated into the project. If the applicant applied for Tax Credits the State Historic Preservation Office must be notified also.</p>		
<p><input type="checkbox"/> This box must be checked by the applicant indicating that they have read and understood the requirements for tax credits and that a project may be stopped for review if original features are found during the course of the project. If this box is not checked the application will not be processed.</p>		
<p>Properties within the City of Manistee Historic District are subject to the City of Manistee Historic District Ordinance (Chapter 1280 Historic District of the Code of Ordinances). The purpose of the ordinance is to preserve and protect our historic resource. The Historic District Commission is established by the Ordinance, and has the authority to review and approve all work permit applications and plans for exterior property improvements within the Historic District. Regular building maintenance is permitted and encouraged; however, a work permit is required for all alterations, significant repairs, new construction, demolition, moving of buildings, and all other activities affecting the exterior appearance of buildings and properties within these districts. Please consult staff for guidelines and specific details on permissible work.</p>		
Submission of Application		
<p>This application must be received by the City at least <b>10 days</b> prior to a regularly scheduled monthly Historic District Commission meeting. The meeting is held the first Thursday of the month at 3:00 p.m. in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan unless it is a legal holiday. Applicants are strongly encouraged to conduct a preliminary discussion with staff and attend the meeting to explain the proposed work.</p>		
Property Information		
Address: <u>363 River St.</u>	Parcel #	
Applicant Information		
Name of Owner or Lessee: <u>Ascent Properties LLC</u>		
Address: <u>50 Greenbush St.</u>		
Phone #:	Cell#: <u>616-403-9633</u>	e-mail: <u>ascentpropertiesmanistee@gmail.com</u>
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:		Expiration Date:
Application Requirements		
<p>The following information must be included with this application. Additional information may be required. The applicant must supply 12 copies of any items submitted that are in color.</p> <p>Paint colors, Signage and Awnings are approved under a separate application.</p> <p>The Historic District Commission requires a copy of the Building Plans for review and for file.</p>		
<input type="checkbox"/>	Current photo of the structure as seen from the street and where proposed work is to take place.	
<input type="checkbox"/>	Sketch, drawing or plans drawn to scale to show details and specification of ornamental features. Replacement doors, windows and lights require a copy of the specification sheet.	
<input type="checkbox"/>	A completed Certificate of Appropriateness Checklist.	
<input type="checkbox"/>	Replacement doors, windows and lights require a copy of the specification sheet.	

### Certificate of Appropriateness Checklist

Check all of the Renovations that Apply to your project and give a brief explanation of the project attach additional sheets if necessary:

Example:

☒ Cornice Pinnacle: N/A

☒ Upper Cornice Repair and replace with new materials. Wood will be used and painted to match exiting color scheme.

☒ Corbeled Brickwork Clean using method prescribed in Preservation Brief #1 - Assessing Cleaning and Water-Repellent Treatment for Historic Masonry Buildings.

☐ Cornice Pinnacle No change

☐ Upper Cornice No change

☐ Corbeled Brickwork No change

☐ Upper Façade Pilaster No change

☐ Window Hood N/A

☐ Upper Windows Replace with double-hung look mullions, aluminum frames - black

☐ Lower Cornice Wood construction painted in two tone deep charcoal colors. Slight variation between inset & outer border

☐ Transom Windows Transom window above door.

☐ Storefront Piers Same as lower cornice per drawing

☐ Storefront Columns N/A

☐ Paneled Bulkhead Same as cornice

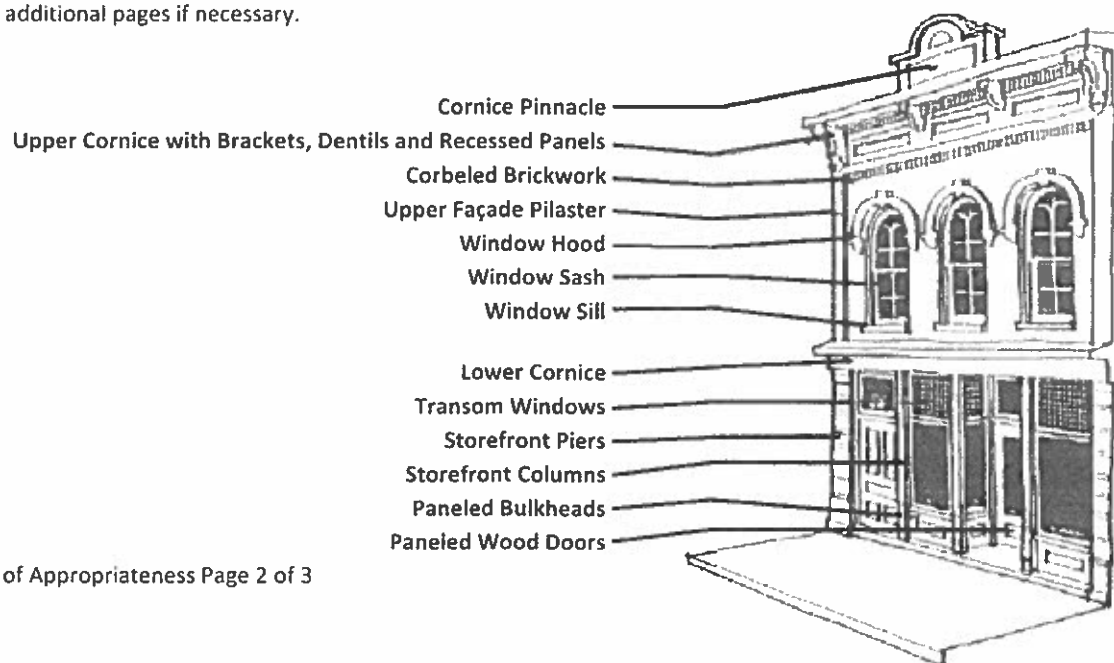
☐ First Floor Windows Black mullion

☐ Doors Black w/ transom and side light.  
Barrier free.

☐ Other \_\_\_\_\_

Description of Work			
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Rehabilitation/Restoration	<input type="checkbox"/> Addition	<input type="checkbox"/> Other (specify)
Describe the proposed project <u>Replace existing green facade below upper windows. Replace upper two windows.</u>			
Proposed Start Date <u>ASAP</u>		Proposed Completion Date _____	
<b>Incomplete requests will be returned to the applicant to supply needed information for review.</b>			
<b>Authorization</b>			
<i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i>			
Applicant Signature: <u>[Signature]</u>		Date: <u>9/17/19</u>	
<b>By Signing this form the Applicant/Owner certifies that on or before the date of completion of proposed work, my building will have a code compliant smoke detector or fire alarm system.</b>			
<b>Office Use Only</b>			
HDC - _____ - _____		Notes:	
Signature: _____ Date: _____			

This drawing depicts many of the types of historical decoration found in the Manistee Historical Business District. While all of the elements may not apply to your building this should assist in listing areas of renovation. The next page is a check list to assist in the application process. Please check all that apply to your project and give a brief explanation of proposed work. Use additional pages if necessary.



## Kyle Storey

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**From:** Kyle Mosher <ascentpropertiesmanistee@gmail.com>  
**Sent:** Tuesday, September 10, 2019 5:22 PM  
**To:** Kyle Storey; Mark Fedder  
363 River St.  
**Subject:** Attachments:

363\_River\_facade\_rendering (1).skp; 363\_River\_facade\_rendering (1).jpg; 363\_River\_facade\_rendering (2).jpg; 363\_River\_facade\_rendering (3).jpg; 363\_River\_facade\_rendering (5).jpg; 363\_River\_facade\_rendering (7).jpg; 363\_River\_facade\_rendering (6).jpg; 363\_River\_facade\_rendering (4).jpg; IMG\_2697.jpg; IMG\_2698.jpg

[WARNING: External Message]

Kyle,

Thank you for your time on the phone today.

Per our conversation, I've attached some color renderings as well as some photos of the existing facade.

The facade renovation is well over due, and we are excited to improve the appearance of the building and area as well as have quality tenants occupy the space. The rendering is conceptual and could vary slightly once we proceed, but the overall design, color scheme and materials listed is fairly accurate.

A few notes on the exterior:

- Upper brick color and concrete detailing above and below windows remain as is
- Window replaced-black mullion (pure black)
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→ • Application for  
Appropriations  
Need it

This is time sensitive because of the time of year, availability of contractors and the desire of the tenant to occupy the space. Per your question, I have spoken to Mark Fedder a few times about this as well and I have copied him on this email.

Let me know if you have further questions.

I look forward to working with you.

With Best Regards,

Kyle Mosher

## Kyle Storey

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**From:** Mark Fedder <manisteeuseum@gmail.com>  
**Sent:** Tuesday, September 17, 2019 2:45 PM  
**To:** Kyle Storey  
**Subject:** Re: 363 River Application for Appropriateness

[WARNING: External Message]

Hi Kyle,

Seems pretty good to me. I would imagine that Kyle Moser will be in attendance so he can explain or answer any questions that the members might have?

I will also note that while the exact original slanted entrance to the building is not being put back into place (nor do I think it really can), Kyle is transforming it back to an inset entranceway which is more historic than it has been for the past 50+ years.

- Mark

On Tue, Sep 17, 2019 at 2:29 PM Kyle Storey <[kstorey@manisteecountymi.gov](mailto:kstorey@manisteecountymi.gov)> wrote:

Hey Mark,

Attached is the Application for Appropriateness for 363 River St.

Any comments or suggestions are appreciated.

Kyle



**Kyle Storey**

**Manistee County Planner/Zoning Administrator**

**395 Third St. Manistee, MI 49660**

**(231) 398-3576**

**[kstorey@manisteecountymi.gov](mailto:kstorey@manisteecountymi.gov)**



363 River St.







